

SAMPLE LETTER

Dear Student:

Historically, school districts have, in an effort to meet students' needs and interests, allowed their students to attend courses at local colleges or universities, in addition to their own school. Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment, this law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students must meet the requirements for endorsement in the three subject areas of the Michigan Education Assessment Program (MEAP): communication skills, mathematics, and science; a student in grade 12 is eligible for courses in the subject area in which he or she has earned endorsements. Also, students in grade 12 may take courses in subjects for which there are no endorsements, such as history, political science, psychology, computer science or foreign language courses not offered by the school, and fine arts programs as permitted by the district, as long as they have attained at least one endorsement.
3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer the college courses. An exception to this could occur if the board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education. School districts are required to pay the lesser of:
 - a. the actual charge for tuition, mandatory course fees, materials fees and registration fees; or
 - b. the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

Please review the contents of this letter with your parents. If you believe you are eligible for dual enrollment, that you qualify for tuition and fee support, and you wish to participate, contact [**Counselor/Principal**].

Sincerely,

[**Principal**]